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**Date:** September 15, 2017 at 8:04:05 AM EDT

**To:** "L. Nathan Hare" <[lnhare@caowny.org](mailto:lnhare@caowny.org)>

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**Subject:** Discussion 9/14/2017

Mr. Hare- Per our conversation this afternoon you have agreed to:

1. Ensure your finance department generates financial statements for the board's review at least one week before each meeting.
2. Ensure that your finance department generates accurate and timely financial reports to each program, including each budget analyst..
3. Remove accounting duties from Deirdre to free her to work only with the grants side of operations.
4. Look into the feasibility of having a Headstart accountant working in the business office.

We would also like an update on the operations review of finance that we requested. We have gotten updates on the cost savings but not the performance portion that we actually requested.

And please, have your finance department forward the finance reports by email (mail for those who don't have email) that were due this past Monday by close of business today.

Sent from my iPhone